

**ADMINISTRATIVE ORDER NO. 2016-06**  
**22<sup>nd</sup> JUDICIAL CIRCUIT**  
**McHENRY COUNTY, ILLINOIS**

**WHEREAS**, the Circuit Court of the Twenty-Second Judicial Circuit is a large and complex organization; and

**WEHREAS**, employees of the Court are identified as working in the following departments of the Court: Court Administration, Law Library, Jury Commission, Office of Special Projects and the Department of Probation and Court Services.

**WHEREAS**, it is necessary to have a policy and procedure handbook for the employees of the Twenty-Second Judicial Circuit so they may successfully fulfill their duties; and

**THEREFORE, IT IS HEREBY ORDERED:**

The Chief Judge of the Circuit Court of the Twenty Second Judicial Circuit with the consesus of the Circuit Judges hereby adopts the Circuit Court of the Twenty-Second Judicial Circuit McHenry County, IL Personnel Policy Manual (attached hereto); and

**IT IS FURTHER ORDERED;** the Circuit Court of the Twenty-Second Judicial Circuit Personnel Policy Manual shall be update and revised as necessary; and

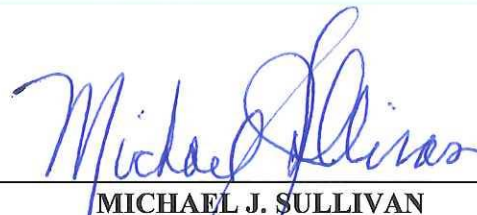
**IT IS FURTHER ORDERED;** that revisions to the the Circuit Court of the Twenty-Second Judicial Circuit Personnel Policy Manual will be incorporated with this order at the time of revision.

**IT IS FURTHER ORDERED** that this Order shall be effective November 22, 2016 and until further order of this Court.

**IT IS SO ORDERED.**

DATED: \_\_\_\_\_

*November 22, 2016*

  
\_\_\_\_\_  
**MICHAEL J. SULLIVAN**  
**CHIEF JUDGE**